
<PROJECT NAME> QA ASSESSMENT REPORT

TYPE OF ASSESSMENT: <Sub-system> Baseline Management Assessment Report
ASSESSMENT DATE: August 8, 2003
ASSESSMENT TEAM: <Assessment Team Member Names>
SITE LOCATIONS: Goddard Space Flight Center, Building <XX>, <XXX> area
DATE OF REPORT: August 11, 2003

Background

In accordance with the <PROJECT NAME> Quality Assurance Plan, dated January 2003, <PROJECT NAME> QA has scheduled process and product assessments to be conducted in preparation for the <XXX> launch. The purpose of this <XXX> Baseline Management Assessment was to assess the <XXX> as-built hardware and software configuration against the <XXX> floor plans and configuration records (i.e., the as-designed documentation).

Summary of Results

<PROJECT NAME> QA reviewed the following documents:

- <XXX> Configuration Floor Plan for the Horseshoe and back table
- External Cable Runs list
- Server Rack Elevation Plan
- Power Configuration for the <XXX> Server Rack
- <XXX> Hardware and Software Configuration Record (pages 1 – 13)

<PROJECT NAME> QA randomly selected two of the eight <XXX> workstations for the assessment and compared the as-built configurations against the <XXX> Hardware and Software Configuration Records. In addition, <PROJECT NAME> QA verified the overall physical configuration of the horseshoe layout and the location and contents of the <XXX> Server Rack, located in <XXX>. The following minor findings were identified:

1. The ECN numbers for <XXX> Disks Y and Z were incorrectly identified in the baseline documentation. A minor update is required to the as-designed records.
2. The cables from <XXX> workstations 04 – 08 were incorrectly labeled and currently reflect the <XXX> configuration. Updates to cable labels should be made within the Server Rack.
3. Version Ids for Microsoft Access, Excel, and Word were incorrectly identified in the baseline documentation (i.e., <XXX> workstations 04 and 06).

Recommendations

<PROJECT NAME> QA found the <XXX> Baseline Configuration to be in excellent shape. The <PROJECT NAME> CM office is encouraged to correct the minor findings and to conduct an internal assessment of all Microsoft Office products for the remaining <XXX> workstations. <PROJECT NAME> QA has tentatively planned a follow-up assessment for November 2003.